

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held a special meeting on Monday, July 16, 2018 in the Council Chambers at the Municipal Center, 3 Primrose Street, Newtown, CT. Jim Gaston called the meeting to order at 7:00pm.

*Present:* James Gaston, Sandy Roussas, Mark Boland, Keith Alexander, Roger Cyr

*Absent:* Steve Hinden

*Also Present:* First Selectman Dan Rosenthal, Finance Director Robert Tait, Maureen Crick Owen, Fred Hurley and one member of the press

**VOTER COMMENT – NONE**

**COMMUNICATIONS** – The Board received an invitation to tour the proposed Police Department site at 191 South Main Street on 7/17/18 at 5pm.

**MINUTES** – S. Roussas moved to approve the minutes of the 6/11/18 meeting. M. Boland seconded, motion unanimously approved.

**FIRST SELECTMAN REPORT** – First Selectman Rosenthal reported that the Board of Selectman unanimously recommended 191 South Main Street for the new Police Department location. Including the purchase of the property the cost is estimated to be \$14.8 million. The letter of intent for the purchase of the property states that if the voters do not ratify the proposal than the Town will not have to purchase the property.

The Governor did sign a request for disaster relief and now it is in Washington. There is 60,000 cubic yards of debris collected at the Transfer Station. If the town does not get disaster relief, the pile will be disposed of over a few years.

**FINANCE DIRECTORS REPORT** – R. Tait presented the preliminary year end close for 17-18 (Attachment A).

**NEW BUSINESS**

S. Roussas moved the RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$1,500,000 FOR THE PLANNING, DESIGN, ENGINEERING, RECONSTRUCTION AND CONSTRUCTION OF TOWN ROADS AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE (Attachment B). K. Alexander seconded. R. Cyr explained that he is in favor of bonding and fixing the roads but wanted to know what was being done now. Fred Hurley explained that currently crews are still cleaning up from the May 15<sup>th</sup> storm and work that was not completed

the previous year is scheduled to be completed this year. Much of the construction work is contracted. Motion unanimously passes by roll call vote.

S. Roussas moved a RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$875,000 FOR THE COMPLETE REPLACEMENT AND/OR RESTORATION OF CERTAIN SECTIONS OF THE MIDDLE GATE SCHOOL ROOF AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$875,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE (Attachment C). K. Alexander seconded, motion unanimously passes by roll call vote.

*Historic Documents Preservation Program Grant (Attachment D)* – R. Tait explained this is a grant that the Town Clerk had applied to and was granted. This grant speeds up the process for preserving town documents. S. Roussas move to recommend accepting the Historic Documents Preservation Program grant. R. Cyr seconded, motion unanimously approved.

**VOTER COMMENT** – None

**ANNOUNCEMENTS** – None

Having no further business, the meeting was adjourned at 7:28pm

Respectfully Submitted,  
Arlene Miles, Clerk

Town of Newtown									
GENERAL FUND									
Fiscal Year 2017-2018 @ 07/16/2018 - Pre-Closing (Preliminary)									
REVENUES	Orig Revenue	Amend	Adj Revenue	Ytd Revenue	Unrealized	% Rec'd			
PROPERTY TAXES	\$104,900,767		\$104,900,767	\$ 104,543,684.45	\$ (357,083)	99.7%			
INTERGOVERNMENTAL	5,555,045	1,031,481	6,586,526	7,313,713	727,187	111.0%			
CHARGES FOR SERVICES	2,147,470		2,147,470	2,282,769	135,299	106.3%			
INVESTMENT INCOME	400,000		400,000	461,733	61,733	115.4%			
OTHER	217,250		217,250	227,543	10,293	104.7%			
OTHER FINANCING SOURCES	175,000		175,000	350,000	175,000	200.0%			
USE OF FUND BALANCE	-	700,000	700,000	-	(700,000)	0.0%			
	\$113,395,532	1,731,481	\$115,127,013	\$ 115,179,443.45	\$ 52,430	100.1%			
EXPENDITURES	Orig Budget	Transfers	Amend	Adj Approp	Encumbered	Ytd Expended	Balance	%Exp	
GENERAL GOVERNMENT	\$ 4,970,351	\$ 69,901		\$ 5,040,252	\$ 40,536	\$ 4,873,925	\$ 125,791	97.5%	
PUBLIC SAFETY	10,398,092	(354,935)		10,043,157	6,823	9,833,100	203,233	98.0%	
PUBLIC WORKS	9,863,190	(131,554)		9,731,636	412,275	9,280,467	38,894	99.6%	
HEALTH & WELFARE	2,571,800	298		2,572,098	27	2,556,035	16,036	99.4%	
LAND USE	684,451	-		684,451	1,601	662,290	20,560	97.0%	
PARKS & RECREATION	2,406,118	-		2,406,118	48,324	2,339,332	18,463	99.2%	
EDUCATION	72,995,957	313,236	1,031,481	74,340,674	4,925,216	69,211,820	203,638	99.7%	
DEBT SERVICE	8,937,068	-		8,937,068	-	8,937,068	0	100.0%	
CONTINGENCY	200,000	(196,946)		3,054	-	-	3,054	0.0%	
OTHER FINANCING USES	368,505	300,000	700,000	1,368,505	-	1,368,163	342	100.0%	
	\$ 113,395,532	\$ -	\$ 1,731,481	\$ 115,127,013	\$ 5,434,802	\$ 109,062,199	\$ 630,012	99.5%	
<b>Note:</b> At this point in time revenues should not change much. Expenditures will change as invoices are still coming in for June and prior. Balance left in expenditures should be between \$50,000 - \$100,000 assuming the BOF approves moving the BOE balance to the non lapsing fund.									

# Attachment B

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$1,500,000 FOR THE PLANNING, DESIGN, ENGINEERING, RECONSTRUCTION AND CONSTRUCTION OF TOWN ROADS AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

## RESOLVED:

Section 1. The sum of \$1,500,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the planning, design, engineering, reconstruction and construction of Town roads, including, but not limited to, pavement, curbs, drainage, grinding and overlay, micropaving, chipsealing and cracksealing, and other road improvements, all pursuant to the Capital Road Program as authorized in the Capital Improvement Plan (2018-19 to 2022-23) and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$1,500,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is hereby authorized, in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

**TOWN OF NEWTOWN  
FINANCIAL IMPACT STATEMENT  
(Per Town Charter 6-35(b) & 7-25)**

REQUESTING DEPARTMENT PUBLIC WORKS

PROJECT: CONSTRUCTION/RECONSTRUCTION - CAPITAL ROADS

PROPOSED APPROPRIATION AMOUNT: \$ 1,500,000

PROPOSED FUNDING:

BONDING \$ 1,500,000

GRANT

OTHER

\$ 1,500,000

**ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):**

List any financial impact your request will have on the Town's annual operating budget.  
Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)		\$ 121,000	
TOTAL IMPACT ON EXPENDITURES		<u>\$ 121,000</u>	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		
CHARGES FOR SERVICES (FEES)		
OTHER		
TOTAL IMPACT ON REVENUES	<u>\$ -</u>	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 121,000

**EQUIVALENT MILL RATE OF TOTAL IMPACT**

(using current year's information)

0.0395 mills

**COMMENTS:**

IMPROVED OR REPLACED ROADS ARE LESS TO MAINTAIN. ALSO IMPROVES THE SAFETY OF ROADS.

PREPARED BY:



DATE: 6/28/2018

TO: BOF, LC

# Attachment C

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$875,000 FOR THE COMPLETE REPLACEMENT AND/OR RESTORATION OF CERTAIN SECTIONS OF THE MIDDLE GATE SCHOOL ROOF AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$875,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

## RESOLVED:

Section 1. The sum of \$875,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the complete replacement and/or restoration of certain sections of the Middle Gate School roof, including, but not limited to, additional drains, waterproofing, caulking, equipment curbing repairs, electrical and piping installation, as authorized in the Capital Improvement Plan (2018-19 to 2022-23) and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$875,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof



describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is hereby authorized, in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.



**TOWN OF NEWTOWN  
FINANCIAL IMPACT STATEMENT  
(Per Town Charter 6-35(b) & 7-25)**

REQUESTING DEPARTMENT EDUCATION

PROJECT: MIDDLE GATE SCHOOL ROOF REPLACEMENT/RESTORATION

PROPOSED APPROPRIATION AMOUNT: \$ 875,000

PROPOSED FUNDING:  
BONDING \$ 875,000  
GRANT  
OTHER  
\$ 875,000

**ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):**

List any financial impact your request will have on the Town's annual operating budget.  
Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)		\$ 70,000	
TOTAL IMPACT ON EXPENDITURES		\$ 70,000	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		
CHARGES FOR SERVICES (FEES)		
OTHER		
TOTAL IMPACT ON REVENUES	\$ -	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 70,000

**EQUIVALENT MILL RATE OF TOTAL IMPACT**

(using current year's information)

0.0228 mills

**COMMENTS:**

The roof requires inspections and periodic maintenance that can range in cost from \$1,000 to \$5,000 annually. Restoring the roof is proactive at this time as it will continue to deteriorate more rapidly, saving the cost of ongoing repairs and potential property damage.

PREPARED BY:



DATE: 6/28/2018

TO: BOF, LC

**TOWN OF NEWTOWN  
FINANCIAL IMPACT STATEMENT  
(Per Town Charter 6-35(b) & 7-25)**

REQUESTING DEPARTMENT TOWN CLERK

PROJECT: HISTORIC DOCUMENTS PRESERVATION PROGRAM

PROPOSED APPROPRIATION AMOUNT: \$ 6,500

PROPOSED FUNDING:

BONDING

GRANT

OTHER

\$ 6,500

\$ 6,500

**ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):**

List any financial impact your request will have on the Town's annual operating budget.  
Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		\$ <u>-</u>	

REVENUE CATEGORY:		POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES			
CHARGES FOR SERVICES (FEES)			
OTHER			
TOTAL IMPACT ON REVENUES		\$ <u>-</u>	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

**EQUIVALENT MILL RATE OF TOTAL IMPACT**

(using current year's information)

0.0000 mills

**COMMENTS:**

THERE IS NO FINANCIAL IMPACT REGARDING THIS GRANT. THE MILL RATE WILL NOT CHANGE AND TAXES WILL NOT INCREASE AS A RESULT.

GRANT WILL BE USED FOR RE-CREATION OF TOWN RECORDS & ARCHIVAL REPLACEMENT BINDERS.

PREPARED BY: Robert J. Tait

DATE: 7/6/2018

TO: BOF, LC

**APPLICATION**  
**TARGETED GRANT FY 2019**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2018)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

*This form may be completed and printed for submission at [cslstatelibrary.org/publicrecords/hdpp](http://cslstatelibrary.org/publicrecords/hdpp)*

<b>Name of Municipality:</b>	<b>Newtown</b>		
<b>Name of Municipal CEO:</b>	<b>Dan C Rosenthal</b>	<b>Title:</b>	<b>First Selectman</b>
<b>Phone with Area Code:</b>	<b>203-270-4201</b>		
<b>Email:</b>	<b>first.selectman@newtown-ct.gov</b>		
<b>Name of Town Clerk:</b>	<b>Debbie Aurella Halstead</b>	<b>Title:</b>	<b>Town Clerk</b>
<b>Phone with Area Code:</b>	<b>203-270-4214</b>		
<b>Email:</b>	<b>debbie.halstead@newtown-ct.gov</b>	<b>Check if Designated Applicant:</b>	<input checked="" type="checkbox"/>
<b>TC Mailing Address:</b>	<b>Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470</b>		
<b>MCEO Address if Different:</b>	<b>same</b>		

**Grant Application Deadline:** ☒ Cycle 1: April 30, 2018 ☐ Cycle 2: September 30, 2018

**Grant Contract Period:** The contract period begins after July 1, 2018 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2019.

**Maximum Grant Allowed:**

\$4,500	Small Municipality	Population less than 20,000
\$6,500	Medium Municipality	Population between 20,000 and 69,999
\$9,500	Large Municipality	Population of 70,000 or greater

**Amount Requested:** **\$ 6,500**

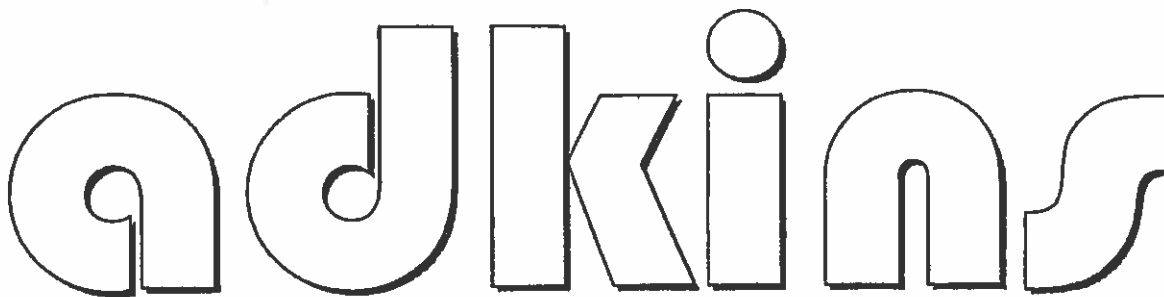
**Grant Category(ies):**

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 6,500	\$	\$ 6,500
4. Town Personnel Costs (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 6,500	\$	\$ 6,500

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440  
Tel: 1-800-807-3981 irene@adkinsinc.net

## **JOB ESTIMATE**

April 25, 2018

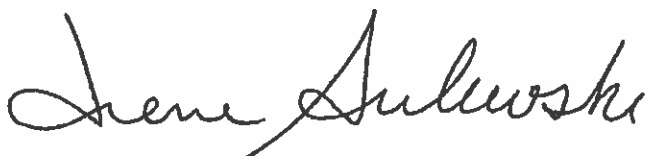
**Client:** Newtown Town Clerk

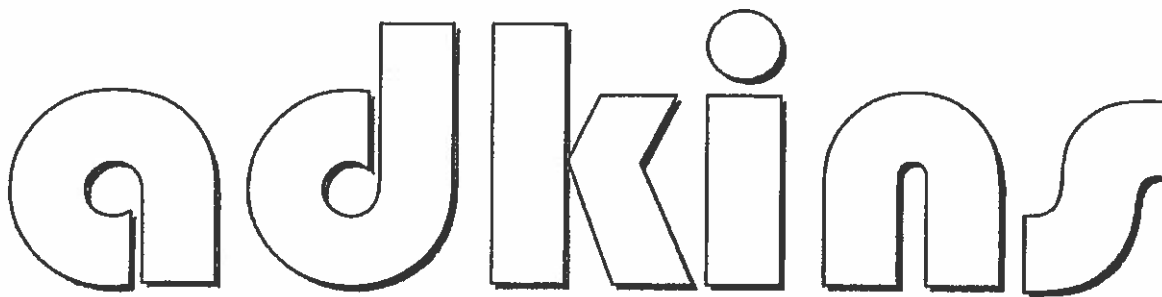
**Title of Job:** Recreation of Town Records

The Town of Newtown has 7,800 pages of town records that need to be recreated into letter size books. Adkins will microfilm each page for security, print each page and place inside books.

**7,800 pages of minutes recreated @ \$0.50/pg.....\$3,900**

**TOTAL: \$3,900**

Signed:   
Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440  
Tel: 1-800-807-3981

### JOB ESTIMATE

April 25, 2018

**Client:** Newtown Town Clerk

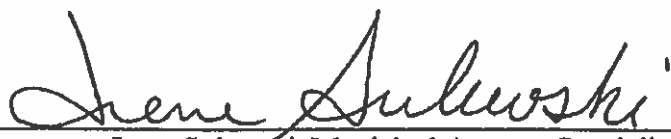
**Title of Job:** Archival replacement binders

**Work Plan:** The Town of Newtown needs to have 20 land record binders replaced due to age and frequent use by the public.

- 20 replacement land record binders @ \$130/ea.....\$2,600

**TOTAL:** \$2,600

Signed: \_\_\_\_\_

  
Irene Sulewski, Municipal Account Specialist

Date: April 25, 2018

Signed: \_\_\_\_\_

Newtown Town Clerk

Date: \_\_\_\_\_